

January 10, 2012



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
January 10, 2012**

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input checked="" type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News

Visitors

Tony Mancini and Ron Fitzgerald (PDC Engineering), Chuck Armstrong (hangar space), Chris Rounds, Steve Tudor and Jason Waller (North hangar).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
January 10, 2012**

- 1. Meeting called to order at 5:00 pm.** Chairman Miller reported that the 3:00 Budget work session prior to the meeting had been canceled because of lack of financial data and will be rescheduled at a later date.
- 2. Minutes for the December 13, 2011 meeting were approved** as written.
- 3. Public Comments – None.**

4. **Treasurer's Report** – Karla Smith reported that the City provided financial reports were not available prior to the Board meeting. The Board agreed to reschedule the budget work session to January 17, 2012 at 3:00 pm. Alderman Norris reported that City Financial Officer Sue Wilson will prepare the requested financial information for the work session. Chairman Miller reported that money for future fuel purchases needed to be collected at the time of purchase (no delay) until the Airport Authority adopts a policy regarding this matter.

5. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

North Hangar Committee - A summary of the proposed lease terms for the North hangar to Chris Rounds was provided to Board members.

Terminal Building – No problems or issues.

36 and 24 Threshold Markings – TAD will correct the markings in the Spring of 2012 at no cost to us.

Momentum Foundation Ramp Expansion Project – The grant has been received from TAD and Momentum has been notified that the local share amount is due.

Runway 6/24 Approach Lighting – The signed grant and \$32,000 local share have been returned to TDOT for approval.

NW Airfield Utility Project – The City issued a Notice to Proceed for design and engineering services to Littlejohn Engineering Associates on 11/30/11. Nothing new to report at this time.

Airfield Signage/Lighting Inventory – Ron Fitzgerald (PDC) suggested that a new project be submitted to TAD.

Hangar Space – The Skydivers are interested in building a hangar on the lot where their trailer currently sits. Jon Glass is working with Planning and Codes to determine available hangar size. On Friday January 6, 2012 Chuck Armstrong (9:15 am) and Chris Rounds (9:40 am) advised Jon Glass that they both were interested in signing a construction lease on the vacant lot behind the Momentum Hangar in the north loop. Mr. Armstrong and Mr. Rounds both committed to signing the lease and paying a full year's rent at the time of lease signing. **A motion was made and approved** to first offer the lot to Chuck Armstrong once the available lot size is determined, and if Armstrong subsequently declines, then offer the lot to Chris Rounds. **The motion was then amended and approved** to approve entering into a lease agreement based on the above priority.

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Taxiway Drainage Repair – The contractor has been working on the NW section of taxiway blocked off as of 1/5/12. One area of concern is the quality of workmanship where the Contractor replaced concrete from several hangars to the taxiway. Chairman Miller reported that the Contractor provided a cost estimate in the amount of \$3,950.00 to install an additional catch basin, tie in the roof drains at the Vanderbilt hangar and install a grate in place of the manhole cover on their previously installed catch basin in order to preclude future flooding of the Vanderbilt office area. **A motion was made and approved** to accept the proposal from Broom Construction in the amount of \$3,950.00.

Wal-Mart Retaining Ponds – 3 to 4 dozen Geese are present at the ponds. The airfield deer situation has improved with the mowing of the entire airfield this Fall.

Runway 18/36 Damage – No update provided from Maurice Hale’s insurance agency.

NW Airfield Layout – PDC provided an oversized copy of the layout for Board member review at the meeting. Jody Baltz advised that LittleJohn Engineering is reviewing the layout for possible future utility development and some revisions could still be made. This review should be completed next month. Chairman Miller asked Board members to send any comments or suggestions on the layout to Jon Glass.

Ramp Repair – The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 1/5/12 we have received \$24,400 in refunds on previous projects with another \$9,915 owed to us. Jon Glass recommended that \$15,000 come from these refunds and \$15,000 come from the City’s capital improvement account for the Airport that has a current balance of \$28,100. The grant has been received from the State and is ready to return to TDOT with the local share. **Action was deferred on this project** pending receipt of the final refund payment from TAD.

Atlanta FAA Conference – Jon Glass will attend the conference on January 26 - 27.

Airport Sign – Dream Tullahoma Committee is working with Jacobs Engineering to upgrade the Airport sign on Jackson Street adjacent to Kentucky Fried Chicken restaurant.

FUEL SALES

December 2011	AVGAS	AVGAS SS	Total
Gallons	1,409.81	1,520.58	2,930.39
Flow Fee	\$140.98	\$152.06	\$293.04
Pump Fee	\$704.91	\$456.17	\$1,161.08

December 2011	Jet	Jet Based VLF Discount	Jet Based MF Discount	Jet Transient Discount	Total
Gallons	1,462	1,405.1	1,902.1	1,234.5	6003.7
Flow Fee	\$146.20	\$140.51	\$190.21	\$123.45	\$600.37
Truck Fee	\$146.20	\$140.51	\$190.21	\$123.45	\$600.37
Pump Fee	\$1,462.00	\$983.57	\$1,141.26	\$871.05	\$4,457.88

Total AVGAS & Jet Gallons = 8,934.09

Total Flow Fee = \$893.41

Total Jet Truck Fee = \$600.37

Total Pump Fee = \$5,618.96

Total Employment Cost = \$2,495.00

Jet Truck Fee Minus Rental = +\$.37

Pump Fee Minus Employment Cost = +\$3,123.96

FUEL PRICES

1/5/12	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.79	-----	\$4.96	-----	-----	\$5.26
AVGAS FS	\$4.99	\$4.74	\$4.96	\$4.95	\$5.40	\$5.46
Jet	\$5.09 (Full Discount = \$4.54)	\$4.39	\$4.91	\$4.95	\$4.40	\$4.78

AIRPORT TRAFFIC

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
December 2010	3,978.9		
December 2009	5,204.4	27	8
December 2008	6,848.5	47	16
December 2007	5,344.2	58	25

December 2011 OPERATIONS

Single Engine Based	260
Multi Engine Based	22
Jet or Tuboprop Based	52
Single Engine Transient	110
Multi Engine Transient	16
Jet or Turboprop Transient	44
Military	12
Total	516

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MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Don Hall advised that Paris, TN gave him permission to obtain the parts from their system. He will schedule a trip to pick them up ASAP.

NDB – No problems or outages for December 2011.

VOR – No problems or outages for December 2011

AWOS – No problems or outages for December 2011.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for December 2011.

REILS AND PAPI – The repaired circuit Boards will be shipped to Don Hall next week.

HANGAR RENT/INSURANCE

HANGAR RENT – The new hangar rent total due for 2012 is \$37,005.84 (Vandy LF not included) with CPI increases. Rent for the North/South hangar is currently 1,845.00 per month or \$22,140 per year.

OVERDUE RENT – All rental payments for 2011 are current. Vanderbilt LifeFlight submitted overdue UDAG loan payments this past month and Robert Graves' daughter has picked up payments on his hangar until it is sold.

EXPIRED INSURANCE CERTIFICATE – Jon Glass contacted all the people marked with an asterisk in last column of spreadsheet regarding insurance certificates this past month.

OTHER –

AIRPORT MARKETING/PRESENTATIONS – None for December 2011.

SUGGESTION BOX – No suggestions or comments for December 2011

6. Old Business:

- A. North Hangar** – Sam Crimm presented a list of proposed lease terms from the previous North hangar work sessions for Board consideration. The proposal included a 5-year term at \$1,000 per month, the tenant would pay utilities and the tenant would provide space in the hangar for TN skydiving for a period of 12 months. The lease would require quarterly reports to the Board from Chris Rounds along with an annual compliance review plus a 90 day out clause “without cause.” Steve Tudor and Jason Waller (Skydivers) stated that they were not interested in sub-leasing part of the hangar from Chris Rounds, but would consider leasing from the TAA. After considerable discussion between the Board, Chris Rounds and the Skydivers, Karla Smith presented a list of lease related questions for the Board to consider. Chairman Miller closed out the discussions and recommended that the North Hangar Committee take the current standard TAA lease agreement, modify it for Jeremy Bell to review and then bring it to the Board for consideration. The

North Hangar Committee will schedule another work session to continue the efforts to produce a lease agreement acceptable to both Rounds and the Skydivers.

- B. South Taxiway/Ramp Drainage** – Chairman Miller reported that Tony Manci and Ron Fitzgerald with PDC examined both the South taxiway flooding area and the turf runway taxiway drainage problems today prior to the Board meeting. PDC will investigate potential solutions and prepare repair cost estimates for both areas.

7. New Business:

- A. Draft NW Airport Layout** – The draft NW airport layout plan was reviewed by Board members during the Airport Manager’s report.
- B.** Dennis Hyde presented a list of suggested Board member individual Board-related responsibilities. He asked that Board members review the list and that the list be finalized at the next regular Board meeting.

8. Alderman Norris Comments – Alderman Norris reported that a budget amendment will be placed on the agenda for the Board of Mayor and Aldermen meeting January 23, 2012, regarding Jimmy Chapman’s salary adjustment.

9. Meeting adjourned at 6:35 pm.

Submitted on 1/19/12

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting